



Shire of Esperance

# Event Application Guide

## Table of Contents

Planning an event? .....	3
Who approves applications? .....	3
Event Matrix Classification Tool .....	4
What is a public event? .....	5
What event spaces are available?.....	5
Do I need a Permit? .....	6
Event Application Process – A Step-by-Step Guide .....	7
Event Application Journey Map.....	8
Event Assessment .....	8
Site Map Requirements.....	8
Community Grants & Other Funding .....	9
Promotion through the Shire of Esperance.....	9
Recurring Events .....	9
Additional Approvals, Applications & Documentation .....	10
Post-Event Follow Up.....	11
Health Requirements .....	11
Food and Drink .....	12
Toilets .....	13
Access and Inclusion .....	13
Bouncy Castles, Inflatables & Amusement Rides.....	15
Animals at an Event .....	15
Fireworks, Pyrotechnics, Drones & Fire .....	16
Noise and Amplified Sound.....	16
Traffic Management .....	17
Waste Management.....	18
Risk Management Plan .....	17
Other Permits.....	19
External Agencies and Departments .....	20
Phone Numbers .....	21
Useful Guides & Tools .....	21

*The Shire of Esperance acknowledges the Kepa Kurl Wudjari people of the Nyungar nation and Ngadju people who are the traditional custodians of this land and their continuing connection to land, waters and community. We pay our respects to Elders past, present and emerging and we extend that respect to other Aboriginal Australians today.*



## Planning an event?

This is a reference guide to assist in the planning, processing and delivery of a safe and successful event. It includes a step-by-step guide, templates, forms and advises of legislative and other requirements.

*Many events in Esperance will not need this level of documentation or scrutiny.* Use the Event Matrix Classification Tool (p.4) to determine your event classification, supporting documents required and how much notice the Shire needs. If your event is classified as **medium**, **high**, or **major** impact event, a meeting with our Events Team and a complete read of this guide is essential.

If your event is classified as **low impact**, we are happy to meet with you too. Let us know by ticking the box requesting a meeting on page 1 of the Event Application Form and our Events Team will schedule a meeting.

*Use this guide to complete the Event Application Form.*

## Who approves applications?

When submitting your application, multiple departments in the Shire are consulted and may request additional information. Below is the general role of each department:

- **Asset Management**
  - Traffic management approvals.
- **Community Development**
  - Advises on possible Shire grants and other funding opportunities.
  - Promotion
  - Advice on local event delivery
  - Minor event equipment
- **Development Services**
  - Development Applications
  - Public Building approvals
  - Use of land
  - Use of property
- **Environmental Health Services**
  - Statutory requirements regarding public health and safety
  - Risk management plans
  - Noise levels and event capacity
  - Temporary structures, amusement rides and power
  - Food and drink
  - Toilets
  - First aid, fire safety, fireworks and more.
- **External Services**
  - Events Team manage event applications (including advertising signage and trader's permits) through the stages of the event application process
- **Parks and Environment**
  - Approvals of use of parks and reserves
  - Reticulation and park maintenance
  - Natural flora and fauna management.
- **Waste Management**
  - Hire, delivery and servicing of waste bins
  - Responsible waste management.

*If you have any questions after reading this Event Application Guide, contact our Events Team to discuss your event in more detail on (08) 9083 1799 or [events@esperance.wa.gov.au](mailto:events@esperance.wa.gov.au)*

### Disclaimer

While we have taken every precaution to ensure that the content in this guide is current and accurate, errors can occur. Information provided does not supersede any Local, State, Commonwealth or other Authorities, Regulations, Legislation, or Acts. It is the responsibility of the event organiser to ensure best practice in all circumstances.



## Event Matrix Classification Tool

The Event Classification Matrix is a guide only. This classification is based on the highest indicator within the Matrix. The final classification will be assessed by the Environmental Health Officers (EHOs) within Shire. The Events Team may request additional documents.

This gives you an idea of how long you'll need to prepare and the types of documentation required.

The Event Matrix Classification Tool is also available on the Shire's website [here](#).

Event Impact factor	Social Gathering	Low Impact Event	Medium Impact Event	High Impact Event	Major Event
Notification period	5 business days	10 business days	2 months	6 months	6 - 12 months
Application process	Shire Property: Use of Local Government Property Form	Event Application	Event Application	Event Application	Event Application
Maximum number of attendees	30 - 50 people	50 - 500	500 - 1000	1000 - 5000	5000 plus
Pre-event meeting with Events Team	Not required	Discretionary / on request	Required	Required	Required
Type of event	Non commercial Gathering of associated, known or related people	Private or public event	Private or public event	Private or public event	Private or public event
Duration of the event	Less than 5 hours	1 calendar day only	1 - 2 days	Discretionary	Discretionary
Venue location	Shire managed land: Use of Local Government Form Private land: Seek land owner's permission/approval Crown land: Application to Access Crown Land	Shire property: Use of Local Gov Form / Event Application Private land: Shire & landowner approval required Crown land: Application to Access Crown Land	Shire property: Event application Private land: Shire & land owner's approval Crown land: Application to Access Crown Land	Shire property: Event application Private land: Shire & land owner's approval Crown land: Application to Access Crown Land	Shire property: Event application Private land: Shire & land owner's approval Crown land: Application to Access Crown Land
Physical size of event	Non exclusive site use	Exclusive use of allocated site area	Exclusive use of allocated event area	Exclusive use of allocated event area	Exclusive use of allocated event area
Debrief with Events Team	Not required	Discretionary	Requested	Requested	Requested
Approval / Permit	Permit required	Permit required	Permit required	Permit required	Permit required
Fee	Class 5: Minimal impact on space. No Fee.	Class 3: Moderate use & impact on space, low impact on other groups. Fees apply.	Class 2: Moderate use & impact of space. Commercial / moderate scale presence. Requires multiple assessments. Fees apply.	Class 1: Most complex use & largest impact of space. Commercial / large scale presence. Multiple aspects requiring assessment. Fees apply.	Class 1: Most complex use & largest impact of space. Commercial / large scale presence. Multiple aspects requiring assessment. Fees apply.
Contact list	Main contact required	Required	Required	Required	Required
Event plan or overview	Not required	Basic plan	Detailed plan	Detailed plan	Detailed plan
Impact on residences and businesses	No impact on residences or businesses	Low impact / no public notifications requirements	Medium impact requiring some notifications	High impact with early notification required	High impact with early notification required
Site map	Mud map	Detailed	Detailed	Detailed to scale	Detailed to scale
Public liability insurance	Discretionary	Required (\$10 million)	Required (\$20 million)	Required (\$20 million)	Required (\$20 million)
Alcohol sale or supply	Not supported	Discretionary licensing with requirements	Licensing approval required	Licensing approval required	Licensing approval required
Food vendors	Discretionary	Food sale or supply permitted. Food vendors must comply with licensing. List of food vendors must be provided.	Food sale or supply permitted. Food vendors must comply with licensing. List of food vendors must be provided.	Food sale or supply permitted. Food vendors must comply with licensing. List of food vendors must be provided.	Food sale or supply permitted. Food vendors must comply with licensing. List of food vendors must be provided.
Noise and amplified sound	Low noise level must comply with noise regulations	Low noise levels must comply with noise regulation	May have noise outside of noise regulations (noise management applicable for Noise Regulation 18, Reg 16, or Reg 13)	May have noise outside of noise regulations (noise management applicable for Reg 18, Reg 16, or Reg 13)	May have noise outside of noise regulations (noise management applicable for Reg 18, Reg 16, or Reg 13)
Temporary structures	Limited to ground level infrastructure such as a table, chairs, and shade structures under 3 x 3m.	Temporary infrastructure requires certification and installation sign-off	Temporary infrastructure requires certification and installation sign-off	Temporary infrastructure requires certification and installation sign-off	Temporary infrastructure requires certification and installation sign-off
Road closures	No road closures as part of event	No road closures as part of the event	Low impact on road network, minor closures	High impact to road network, and/or multiple closures	High impact to road network, and/or multiple closures
Traffic management plan	Not required	Not required	Traffic Management Plan required (template)	Traffic Management Plan required from a traffic company	Traffic Management Plan required from a traffic company
Vehicle access during event (site dependent)	Vehicle access on request.	Vehicle access for bump-in/out only	Managed vehicle access during event	Managed vehicle access during event	Managed vehicle access during event
Waste management	Use of area bins or remove own rubbish	Waste Management Plan required. Shire of Esperance bins available for hire	Waste Management Plan required. Shire of Esperance bins available for hire	Waste Management Plan required. Shire of Esperance bins available for hire	Waste Management Plan required. Shire of Esperance bins available for hire
Risk management plan	Not required	Not required	Required	Required	Required
Emergency plan / Evacuation diagram	Not required	Required for public areas	Required	Required	Required
First aid	Not required	First aid post with senior first aid certificate officer required	St John's Ambulance required	St John's Ambulance required	St John's Ambulance required
Public building approval (enclosed spaces/event area or marquee)	No public building approval required	Public building approval is required	Public building certification is required	Public building certification is required	Public building certification is required
Power requirements	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.
Examples of applicable events	Family / staff function, sports day, not-for-profit gathering, birthday party or celebrations.	Promotional marketing activities, community group exercise, sundowners, small rally, small corporate functions, Christmas parties.	Outdoor cinema, community concert, corporate functions, school holiday programs, small food & retail markets, community fairs.	Large food fairs or concert, multi-day community events, multi-day/site arts festivals, parades / sporting events on roads.	Large multi-day festivals, culturally or socially significant events, parades/sporting events on roads.

## What is a public event?

As defined in the 2022 Department of Health [Guidelines for Concerts, Events and Organised Gatherings](#), an event is any 'gathering of people brought together for a common purpose by some prearrangement'. The definition includes regular and one-off public events, every event is different and there is no one-size-fits-all.



## What event spaces are available?

### Parks and Reserves

The Shire takes great pride in its park and reserves, with over 40 parks, 10 sporting grounds, 20 playgrounds and 27 beach reserves. That's a total of over 67.4 hectares of public open space and park reserves.

These spaces are maintained by the Shire Parks and Environment Team who work with event organisers to ensure the protection of all green assets, reticulation and the natural growth cycle of the turf.

### Crown Land

Some public spaces in Esperance are Crown land such as Helm's Arboretum, Twilight Beach and a few other beaches west of town. Applications for use of these spaces must be made to the Department of Planning, Lands and Heritage (DPLH).

<https://www.wa.gov.au/system/files/2021-04/FRM-CL-Crown-Land-Enquiry-Form-Event-Access.pdf>

### Public spaces not managed by the Shire

Bandy Creek Boat Harbour	Department of Transport
Helm's Arboretum	DPLH
Twilight Beach	DPLH

### Some public open spaces managed by Shire

Chantilly Park	Chantilly Circuit, Castletown
Esperance Foreshore	The Esplanade, Esperance
Esperance Museum Village	54 Dempster Street, Esperance
Esperance Soundshell	Dempster Street, Esperance
Greater Sports Ground	Black Street, Esperance
Lake Monjingup	593 South Coast Hwy, Monjinup
Lalor Park	Eastern Road, Castletown
Lion's Park	Goldfield Road, Castletown

### Roads and footpaths

Roads in Esperance are often used for the Christmas pageant, fun runs and cycle races and may be closed to ensure safety of events. Footpaths or road reserves are sometimes used as an extension to existing venues, or are closed as part of the event road closure.

### Do you have an idea for a venue?

There are many undiscovered locations in Esperance. If you wish to hold your event in one of these locations including carparks, squares or arcades, speak to the Events Team on 9083 1799 before submitting your application.

The Events Team can advise if you are unsure whether the venue location is Shire managed.



**Shire-managed indoor spaces**

Esperance Civic Centre  
 Andrew Street, Esperance  
 08 9083 1566  
 Civic\_Centre@esperance.wa.gov.au

Esperance Indoor Stadium  
 26 Black Street, Esperance  
 08 9083 1705

Noel White Centre/Graham Mackenzie Stadium  
 Black Street, Esperance  
 08 9083 1705

**Do I need a Permit?**

**Why you need a permit**

Permits are required to ensure community safety. Your Permit will include conditions that meet State Legislation, Shire Local Laws and cause as little disruption to the community as possible.

**When you don't need a permit**

- Less than 30 people on Shire property with no temporary structures or marquees over 10m<sup>2</sup>, no alcohol and no food supplied by vendors.
- A **social gathering** of 30 – 50 people, an Event Application is not required.

However, permission may be required for use of Shire property by completing a Use of Local Government Property form.

**When do I need to get my application in and how long does it take?**

Event permit process times depend on a range of criteria and third-party approvals or referrals. Each event takes a minimum of 10 business days (2 weeks). The table below is a guide, use our Event Classification Matrix on page 4 for further information.

When to get your application in	Process time
<p><b>Low impact event</b>                      Submit application a minimum of 10 working days before the event                      Minimal infrastructure, approximately 50-500 people                      e.g. no road closures or noise impact, short period on reserve or venue.</p>	Up to 10 business days (2 weeks)
<p><b>Medium impact event</b>                      Submit application 2 months before event                      Infrastructure, 500-1000 people, medium impact to reserve and/or surrounds                      e.g. noise, road closures, short to medium period on reserve or venue.</p>	Up to 3 weeks
<p><b>High impact event</b>                      Submit application 6 months before event                      Major infrastructure, 1000-5000 people, high impact to reserve and/or surrounds                      e.g. noise, road closures, medium to high period on reserve.</p>	Up to 6 weeks
<p><b>Major impact event</b>                      Submit application 6-12 months before event                      Major infrastructure, 5000 plus people, major impact to reserve and/or surrounds                      e.g. noise, comprehensive road closures, medium to high period on reserve.</p>	Up to 6 weeks



# Event Application Process – A Step-by-Step Guide

## 1. PREPARE

**Read** the Event Matrix Classification Tool (p.4) and this Event Application Guide to gain an understanding of the application forms, supporting documents required for your type of event.

If your event is classified as **medium, high** or **major impact**, a meeting with the Events Team is required. As the Shire has organised many community events, the Events Team can advise on venue options, service providers, equipment and possible funding opportunities. If your event is **low impact**, a meeting can be arranged on request, just tick this on page 1 of the Event Application Form.

## 2. APPLY - SUBMIT YOUR EVENT APPLICATION

**Submit** your Event Application Form, site map, a copy of your public liability insurance and any requested supporting documents. Consult the Event Matrix Classification Tool (p.4) to assess the notification period and application process based on your event size and location.

The Events Team will issue an invoice (if fees apply) based on the impact of the use of the space in conjunction with current Shire Schedule of Fees and Charges.

## 3. ASSESSMENT - APPLICATION ASSESSED BY INTERNAL DEPARTMENTS

**Assessment** of the application is conducted by relevant internal departments such as Environmental Health, Planning, Waste, Parks and Reserves and Traffic Management who offer comments or advise the Event Team of further requirements.

When all comments have been received, the Events Team notify the event organiser of what is required. Once all documentation has been provided, a Permit will be emailed listing conditions.

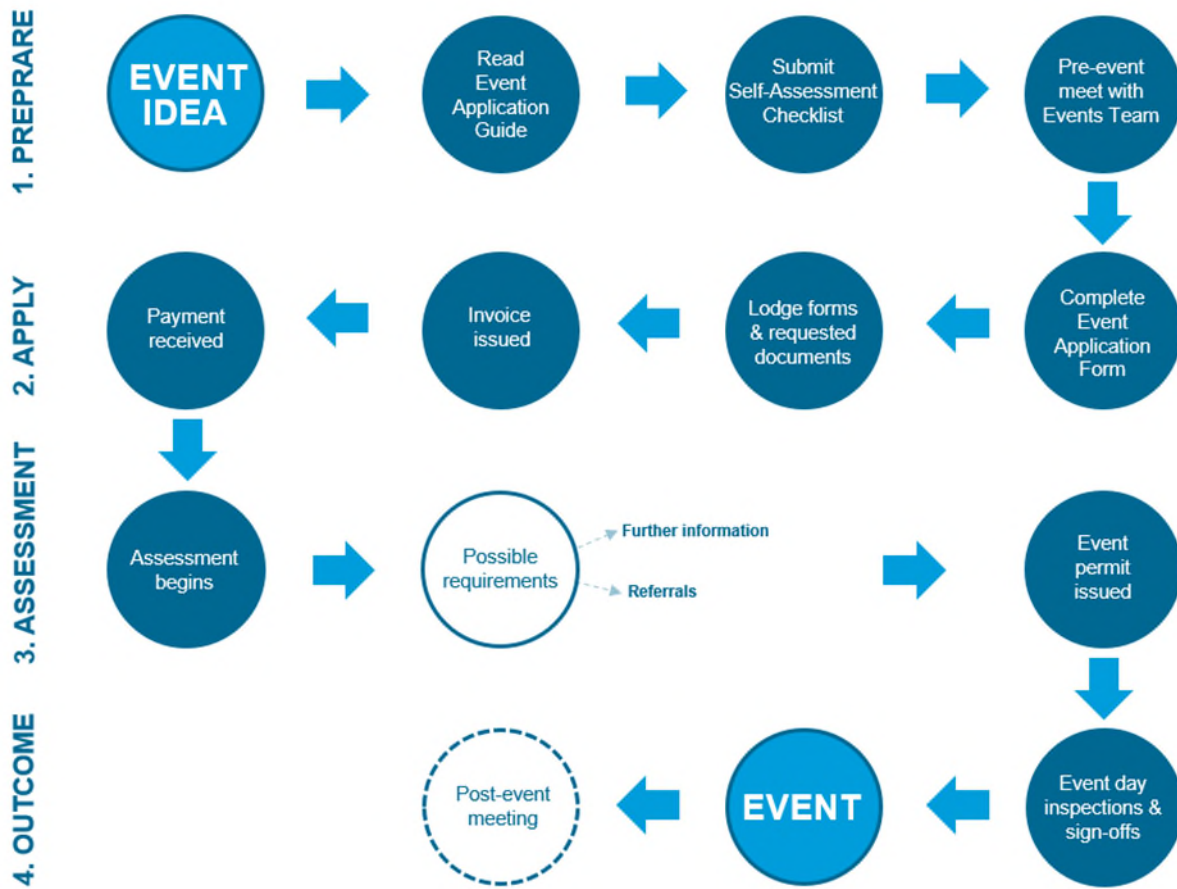
Once received, be sure to read all sections of the permit, and address any requirements e.g. providing extra information, advising local community of road closures, or agency referrals etc.

## 4. OUTCOME - CONDUCT YOUR EVENT

**Conduct** your event as approved on your permit. Any final day inspections and sign-offs will be completed. If it is a **medium, high** or **major impact** event, the Event Team will contact event organiser/s to arrange a post-event meeting.



## Event Application Journey Map



## Event Assessment

All event applications require at least the following:

- Event application form
- Site map
- Public liability insurance - \$20 million.

## Site Map Requirements

For **social gatherings, low** or **medium impact events**, a site map can be an aerial photograph showing the location and any items listed below. You can use Google maps or request an aerial image of the location from the Events Team.

A to-scale site map is required for **high** and **major impact** events and must include:

Location in relevance to closest intersection  
 Nearest residents house (in metres)  
 Fencing  
 Entrances & exits (include dimensions)  
 Emergency assembly area(s)  
 Stage & attractions (include dimensions)  
 Amusement structures/ rides (specify type)  
 Lighting & lighting towers  
 Marquees, tents & structures (include dimensions)  
 Vehicle access points/emergency vehicle access

Generators, electrical cables & equipment  
 Speakers  
 Toilet facilities (include accessible)  
 Location/type/no. of fire safety equipment  
 Liquor licensed areas  
 First aid post/s  
 Food stalls  
 Restricted areas  
 Event parking area  
 Fire extinguishers/hose reels (no. & type)





## Community Grants & Other Funding

Locally based not-for-profit organisations can apply for Shire of Esperance Community Grants Program funding to assist with event costs, including towards in-kind Shire fees.

Tick the box (Event Application Form p.1) and we will ensure a Community Development Officer attends your pre-event meeting.

Other funding sources may be available for events. Speak to the Community Development Officer via email [community@esperance.wa.gov.au](mailto:community@esperance.wa.gov.au) to discuss your eligibility or find grant guidelines, key dates and application forms on our website at [www.esperance.wa.gov.au/community-grants-program](http://www.esperance.wa.gov.au/community-grants-program)

## Promotion through the Shire of Esperance

Events can be promoted via the [Visit Esperance](https://www.visitesperance.com) (<https://www.visitesperance.com>) or Shire websites, and Community e-newsletter. Email event information or promotional material to [community@esperance.wa.gov.au](mailto:community@esperance.wa.gov.au).

Should you wish to invite the Shire President, Councillors or CEO to your event, a formal invitation must be sent at least four (4) weeks prior to [shire@esperance.wa.gov.au](mailto:shire@esperance.wa.gov.au).

## Recurring Events

The Events Team can simplify the process for recurring events and may be able to issue a permit for multiple years. Indicate the recurrence on the application. The following year, arrange a pre-event meeting to determine if there are any changes and we can assess if additional documentation is required.



## Additional Approvals, Applications & Documentation

The event organiser may be asked to provide multiple supporting documents as part of the application. Below is a list of approvals that may be requested and the authority that requires them.

After assessing your Event Self-Assessment Checklist, the Events Team will advise you if any of these forms or approvals are required.

Approvals/applications	Authority to submit the application to
Public Building approvals	Shire of Esperance
Planning approval	Shire of Esperance
Liquor Licence	Dept of Local Government, Sports & Culture (Racing, Gaming & Liquor- RGL)
Alcohol management plan	Shire of Esperance and (RGL)
List of vendors	Shire of Esperance
Fireworks and pyrotechnics	Department of Mines, Industry Regulation & Safety Civil Aviation Safety Authority (CASA)
Drones	Civil Aviation Safety Authority (CASA)
Fire	Department of Fire (DFES)
Noise management plan	Shire of Esperance
Advertising & changes to existing signage	Shire of Esperance
Risk management plan	Shire of Esperance
Emergency management plan	Shire of Esperance
Evacuation plan	Shire of Esperance
Traffic management plan, parking or traffic signage	Shire of Esperance Main Roads
Events in or above the water	Department of Transport

## Planning (Development) Approval *(Local Planning Scheme Guide No. 24)*

If the event is held on private land and goes for longer than two days, e.g. Esperance Agricultural Show planning approval is required. To apply for this, complete an [Application for Planning \(Development\) Approval](#) form on the Shire website.

## Public Building Approvals

Venue safety is governed by the *Health Act 1911* and the *Health (Public Buildings) Regulations 1992*. Under this legislation the area where the event is held, indoor or outdoor, is considered a temporary public building area for the entire event and requires a public building assessment to ensure that all health and safety-related issues are addressed.

A temporary public building may require the completion of the below forms depending on the risk of the event when it is assessed. If you are unsure, the Events Team will advise you of which forms are needed and are also available on the Shire website.

- [Form 1 – Application to Construct, Extend or Alter a Public Building](#)  
To be submitted with accompanying information of temporary structures, 30 days before the event.
- [Form 2 – Application for a Certificate of Approval](#)  
To be submitted when all the temporary structures are installed, the Shire must be advised so the appropriate personnel can inspect and issue an approval for the facility to be used.



- **Form 3 – Application for a Variation of a Certificate of Approval**  
If any changes to the event such as increased capacity are made after Form 2 has been submitted.

## Post-Event Follow Up

Feedback is an important part of the event process. We understand that navigating local and state government requirements can be tricky and aim to make it as user-friendly as possible. To do that, we need feedback on your experience. Please indicate on page one of the application form, which format suits you to deliver feedback.

## Health Requirements

### Alcohol

Under local laws, the Shire of Esperance prohibits the possession and consumption of alcohol in thoroughfares and public places unless done in accordance with a permit.

For alcohol to be sold directly or indirectly (i.e. if purchase of event tickets includes alcohol), the event organiser must obtain the appropriate liquor licence from the Department of Racing, Gaming and Liquor (RGL) as subject to the *Liquor Control Act 1988*. The event must also be approved by the Shire.

Please note that approval of a liquor licence is not approval for your event, nor does an event approval guarantee a liquor license. The following steps may need to be considered as part of your liquor licence application:

- Advice to be sought from WA Police; and
- Approval needs to be sought from the Shire of Esperance using our [Application for Consent to Consume Liquor on Shire Property](#).

The following must be submitted with the event application:

- A copy of the relevant application form lodged with the RGL, or a copy of your liquor licence
- A site plan indicating the size and location of the proposed licensed area including entry/exit points with dimensions, bar/structures, water, power, toilets, security locations.
- A copy of the House Management Policy.

### Security and crowd controllers at licenced events

Refer to the [‘Safety and Security at Licensed Premises Policy’](#) and Department of Racing, Gaming and Liquor ( RGL) for security and crowd control requirements.

As per RGL security and crowd control requirements for events involving liquor sales or consumption:

- Two (2) crowd controllers should be provided for the first 100 patrons, and one (1) crowd controller for each additional 100 patrons. Depending on the nature of the event, additional crowd controllers may be required.
- Security personnel are to remain on duty at the conclusion of the event until the patrons have been dispersed.
- For fenced events, all entry and exit points are to be marshalled, as well as external roaming crowd control officers; police officers or Shire officers are not security personnel.

**Medium to major events**, police attendance may be required. Contact the Esperance Police to discuss your event a minimum of 12 weeks prior.

**Low impact events** where there is no sale or consumption of liquor or any major infrastructure, volunteer personnel may assist with security.



## Food and Drink

All events that are selling or serving food/beverages must state this on the Event Application Form. All food being sold must comply with the *Food Act 2008* and the Australia New Zealand Food Standards Code.

Event organisers of **low**, **medium**, **high** and **major events** must supply a list of food vendors two (2) weeks before the event.

### Food vendors not registered in Esperance

Food vendors must be registered by their local government authority (LGA), unless exempt. If they are registered in a Shire outside of Esperance they must provide the following 2 weeks before the event:

- A copy of their food business registration certificate;
- Public liability insurance
- A copy of their menu
- A Temporary Food Premises Permit application form
- Payment of the applicable notification fee.

### Food business registered in Esperance

If the food business is registered in Esperance but trading at this event is outside their regular trading (e.g. a restaurant that plans to sell food from a market stall), they also need to complete an application for a Temporary Food Premises Permit.

If the food business is registered in Esperance and has a valid Trading Permit, no further documentation is required but they need to be included on the list of food vendors.

Further information may be requested by the Shire's Environmental Health Services once the application has been submitted. They may conduct inspections of food stalls or vehicles on the day of the event.

### Healthy eating options at events

Through its Public Health Plan the Shire is focused on promoting and endorsing healthy events to positively contribute to people's health and wellbeing. The Shire recognises that the ready availability of healthy food and beverage options at events is an opportunity in creating a healthy environment for our community.

The following guidelines encourage event organisers to select and promote healthy food and beverages:

- Support local produce and products
- Offer foods with a substantial fruit and vegetable content
- Offer foods with reduced or low amounts of added fat, sugar and salt
- Cater for different dietary requirements and preferences
- Promote water as the preferred beverage option
- Offer other beverages with reduced or low sugar content.

Some funding opportunities are available:

<https://www.healthway.wa.gov.au/our-funding/healthy-spaces-program/healthy-venues-grant/>

### Drinking water facilities and access

Depending on the type of event, drinking water should be available for free or a cost lower than the price of other drinks being sold. The location of drinking water facilities should be clearly marked on site and on the site map.



## Toilets

Adequate toilets are crucial at an event. Existing or additional toilet facilities must:

- Be accessible for people with disabilities
- Be cleaned and re-stocked regularly
- Be located away from food
- Be weather protected
- Be well lit to prevent security or safety risks
- Provide soap and hand-drying equipment.

The number of toilets required will depend on the following:

- Anticipated crowd numbers
- Event duration
- If alcohol is available
- Gender of patrons.

Use the table below for suggested number of toilets for events with low level of alcohol. For events with high level of alcohol, refer to [Supporting tool 22 : toilets for temporary events](#) of Guidelines for concerts, events and organised gatherings 2022, Department of Health Of WA.

Basic Ratio: = 1/100						
Capacity	Females	Males			Hand wash basins	
	WCs	WCs	Urinal (m)	Urinals	Male	Female
< 1,000	5	1	1.5	3	2	2
1,001 - 2,000	10	3	3	5	4	4
2,001 - 3,000	15	4	4.5	8	6	6
3,001 - 4,000	20	5	6	10	8	8
4,001 - 5,000	25	6	7.5	13	10	10
5,001 - 6,000	30	8	9	15	12	12
6,001 - 7,000	35	9	10.5	18	14	14
7,001 - 8,000	40	10	12	20	16	16
8,001 - 9,000	45	11	13.5	23	18	18
9,001 - 10,000	50	13	15	25	20	20

Source: Guidelines for concerts, events and organised gatherings 2022, Department of Health Of WA

## Access and Inclusion

Consideration must be given to making the event accessible and inclusive. This may include:

- Accessible paths, ramps, and entries/exits for people with mobility aids, prams etc.
- Accessible seating and designated areas for people with mobility aids, prams etc.
- Accessible toilets
- Accessible parking bays
- Site set-up and clear access ways
- Staff/volunteers to assist where required
- AUSLAN interpreters or screen showing subtitles for performances / speeches
- Clean and easy-to-read marketing and signage

Access information included in marketing and promotional material, and promoting the event as accessible.



## Temporary Structures, Marquees & Stages

Some temporary structures require sign off by the installer to state the structure is safe. Details of any temporary structures must be included in the event application and on the site plan.

Types of temporary structures include but are not limited to:

- Marquees and shade tents
- Stages, balconies, sky decks, platforms – particularly over 1m high
- Fencing or crowd control barriers, including entrances and exits for fenced areas; and
- Some spectator stands, tents, marquees and stages are classified as temporary structures and may require a building licence for their construction.

Details and plans of all structures greater than 9m<sup>2</sup> that are proposed to be erected at your event stall are to be submitted with your application to 'Construct, Extend or Alter a Public Building (Form 1)'.

Please ensure the following forms are submitted for all structures erected at your event (to be completed by the installer of the structure):

- Certificate of Structures Form (for each structure greater than 56m<sup>2</sup>)  
To be completed **prior to the event** and submitted to the Shire with design documentation and/or engineering certification (no less than 3 years old) and Public Liability Insurance Certificate.
- Advise of Structures Form (for each structure 10m<sup>2</sup>-55m<sup>2</sup>)  
Provides assurance that the structure has been erected according to the manufacturer's specifications. It must be completed by the person who erects the structure **on the day of installation** and collected by the event organiser with the public liability insurance.

It is the event organisers responsibility to collect all Advise of Structures forms filled completed by stallholders and forward to the Shire.

If the event is on Shire property and temporary structures require pegs (e.g. marquees, tents, bouncy castles) a site walkthrough may be required with the Shire Parks and Reserves team to ensure pegs don't interfere with reticulation.

## Power Installations & Electrical Equipment

On site power may or may not be available at the venue, this can be confirmed once the location is selected. If there is no on-site power available, the event organiser is responsible for the supply and installation of electricity.

For temporary power supply such as generators, a Form 5 Certificate of Electrical Compliance form must be completed by a licensed electrician (electrical contractor):

- Form 5 – Certificate of Electrical Compliance  
Signed by an electrical contractor, after assessing all electrical installations (new temporary power distribution boards) and generator installations. These forms must be collected by the event organiser and submitted to the Shire within 48 hours following the event.
  - Unless brand new, all portable electrical equipment including plugs, sockets and leads must be tested and tagged every 6 months.
  - Electrical leads in areas accessible to the public must be dug into the ground, suspended overhead or protected by cable covers or trays to eliminate electrical or trip hazards.
  - Electrical outlets must be protected by circuit breakers and residual current devices (RCDs). RCD's are to be tested every 6 months.



- Portable power outlet devices should be equipped with a residual current devices (RCDs) and tested and tagged every 6 months.
- Form 5 Electrical Compliance *is not required* for portable equipment or leads plugged into an existing mains power supply.

## Lighting

Depending on the location, lighting may not be available, please discuss this when making a venue booking.

- Adequate lighting of all areas and facilities must be maintained for public safety where an event is in the evening or dim light
- For crowded areas, especially for concerts and areas licensed for alcohol consumption, there must be a system in place that will allow areas to be flood-lit instantaneously in the event of an emergency

## Bouncy Castles, Inflatables & Amusement Rides

Amusement rides must comply with *Australian Standard 3553* and be inspected and maintained by a competent person. Yearly inspections of structures, and regular maintenance, must be recorded in a logbook and each operator must have plant registration with Worksafe unless exempt.

If amusement rides/structures are present at your event, the event organiser is responsible, They must sight the following before the event:

- Plant Registration (from Worksafe)
  - If specific rides or structure don't require plant registration, provide confirmation of this from Worksafe or a qualified engineer.
- Maintenance log book
  - A log book of maintenance or a signed statement from the operator that 'all rides are operated, maintained, inspected and records kept in accordance with the requirements of the *Regulations 4.52 of the Occupation Safety and Health Requirements 1996*'; and
- Current Public Liability Insurance.

Information about inflatables:

[https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221193\\_br\\_inflatableamusement\\_devices.pdf](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221193_br_inflatableamusement_devices.pdf)

Guide for amusement rides:

<https://www.safeworkaustralia.gov.au/doc/guide-amusement-devices>

For all other activities such as face painting, craft activities and petting zoos etc., the Shire recommends obtaining a copy of the supplier's public liability Insurance certificate and Working With Children Checks (WWC).

## Animals at an Event

Animals at an event, in any capacity, such as petting zoos or horse rides, must be at least 21 metres from any food vendors or suppliers. There may be additional conditions, these will be included in the conditions on the permit.

More information about animals within events can be found can under [Petting Zoo Guideline](#).



## Fireworks, Pyrotechnics, Drones & Fire

The Esperance DFES Area Officer must sign off on fireworks, fires and pyrotechnics.

### Fireworks and pyrotechnics

If you are planning on discharging fireworks or at the event, you are required to contact the Department of Mines, Industry Regulation and Safety (DMIRS).

<http://www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-5452.aspx>

Event organisers are required to obtain approval from the Shire, police and fire services as part of the application process. Fees apply.

Department of Mines, Industry Regulation and Safety (DMIRS)

Contact dangerous Good Licensing:

Phone (08) 6251 2300  
Email [cs0@dmirs.wa.gov.au](mailto:cs0@dmirs.wa.gov.au)

### Fire

Use of fire may require approval from DFES and a fire safety plan.

<https://www.dfes.wa.gov.au/>

### Drones

Use of drones require approval from Civil Aviation Safety Authority (CASA).

<https://www.casa.gov.au/drones/drone-rules>

## Noise and Amplified Sound

The Shire is required to regulate events that include live or recorded music, commentary, and/or construction noise. Event noise must comply with the provisions of the *Environmental Protection (Noise) Regulations 1997* and is assessed based on the impact on local residents and businesses.

Our Environmental Health team consider event noise, noise from construction and deconstruction, stage and speaker location as part of the event application assessment. If noise is likely to impact the community, a noise Management Plan will need to address the following:

- Proposed event date, start time, finish time and venue;
- Bump in and bump out (i.e. set up and take down) times;
- Anticipated sound level emission impact on the surrounding properties (from all activities associated with the event);
- How sound levels will be monitored and managed;
- Details of compliant management procedures
- A constantly manned telephone number during event for any complaints;
- How the affected surrounding community will be notified of the event (e.g. letter drop with complaint phone number, start and finish times and venue etc.);
- Details of stage and speaker location;
- Details of sound engineering methods to be used to reduce noise impact on the surrounding community; and
- If significant noise is to be created, you may be required to apply for approval of a 'Non-Complying Event' under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*. This approval is granted by the Shire Environmental Health.

Such application must be made at least 60 days prior to your event along with the submission of a Noise Management Plan developed by an Acoustic Consultant, providing sound engineering details and applicable fees.





## Traffic Management

Below is a guide to traffic requirements based on the classification of your event. Use the Event Classification Matrix (p.4) for more detail. Traffic Management Plans will need approvals from the relevant road authorities e.g. Shire, local Police (road closures), and Main Roads (involving main roads) so be sure to check timeframes to make sure they are submitted in time.

- **Low impact event**  
Not required unless road closures or changes to parking are required.
- **Medium impact events**  
Traffic Management Plan template is suitable and can be found on the Main Roads website.
- **High or major impact events**  
Require a Traffic Management Plan completed by an Advanced Worksite Traffic Management (AWTM) accreditation holder and signage set out by a Basic Worksite Traffic Management (BWTM) accreditation holder.

The Shire Traffic Management team may be able to assist with a Traffic Management Plan. Mention this to the Events Team in your pre-event meeting or on the Event Application. Fees apply.

## First Aid

It is recommended that every event has at least one qualified first aid officer dedicated to this role for the entire event and should be increased when alcohol is available and/or the event involves patrons taking part in physical activity e.g. a fun run.

St John's Ambulance can provide first aid services in Esperance phone 9071 1618.

## Fire Safety

All firefighting equipment must be kept fully charged and maintained in accordance with Australian Standard 1851.1.

This standard requires extinguishers to be tested regularly the test dates to be clearly identified on each extinguisher. A general guide:

- One 4.5kg B type dry chemical power extinguisher must be located adjacent to:
  - Any electrical generator or switchboard
  - Any flammable liquid or gas containers; and
  - Any food preparation or cooking area.
- One 4.5kg AB (E) dry chemical extinguisher must be provided:
  - Within 10m of each designated exit (within a building/temporary structure); and
  - Backstage/back of house areas.

## Risk Management Plan

All organisers must consider risk when planning an event. A risk management plan is a legislative requirement for **medium** to **major impact** events. A link to the risk management plan template the useful resources at the start of this guide.

Risk management plans must be easy to follow and include, but not limited to:

- Stakeholder list with contact, roles, and responsibilities
- Emergency assembly point/s and first aid
- Procedure for managing lost/found children.



## Waste Management

The event organiser is responsible for the collection and disposal of waste and recycling during and after the event. The number of bins required depends on the type of event, existing bins and the event duration. Generally, one 240L waste bin and one 240L recycling bin per 200 people is recommended.

Bins can be hired from the Shire as part of the event application (fees apply), it is the responsibility of the event organiser to advise the Shire on the event application if additional bins are required.

For **medium** to **major impact** events, clean-up operations may be required during the event.

For weekend events, bins are delivered on the Friday prior and collected on Monday following (unless event organiser requests earlier delivery). The table below is a guide, however each event is assessed based on location, attendees and whether food or alcohol is available.

Attendance	Waste Bin	Recycle Bin
50-200	1	1
200-500	2	2
500	3	3
1000	5	5
2000	8	8
3000	13	13
4000	17	17
5000	21	21
6000	25	25
7000	30	30
8000	35	35
9000	38	38



## Sustainable Events

The Shire has a responsibility to consider environmental impacts when approving events. We therefore encourage event organisers to make their event as sustainable and environmentally responsible as possible. The following tips should be considered:

- Encourage people to walk, ride their bikes or scooters or car pool.
- Use environmentally-safe cleaning products and recycled toilet paper.
- Use recycling bins alongside standard waste bins.
- Use reusable, biodegradable or compostable serving products.



## Notifying Authorities

If your event is classified **high** or **major impact**, the event organiser must notify the following authorities to ensure they are aware of the event:

- Local Police
- Fire and Rescue

If the event is **medium impact** or higher, complete an event registration to the Department of Health:

[https://www.health.wa.gov.au/Articles/A\\_E/Events-registration](https://www.health.wa.gov.au/Articles/A_E/Events-registration)

## Other Permits

Our Events Team also manage permits and notifications for public trading, food vans and markets; busking, marches and rallies; sausage sizzles, cake sales and charity drives; school sports days, commercial filming, and weddings.

### Busking Permit

There are multiple sites such as the Post Office Square and the Whale Tail that are often used for busking with no fee. A busking permit can be obtained by completing a Use of Local Government Property application, stating the proposed location and times.

Read the Shire Policy on [Street Entertainers and Busking](#).

Complete the [Use of Local Government Property application](#) on our website.

### Weddings

A permit is required if you plan on having a wedding on Shire property (e.g. in one of our parks, reserves or beaches). Take a look at the [Shire Weddings and Private Ceremonies](#) fact sheet and complete a [Use of Local Government Property Application](#). Both are available on the Shire website. Fees apply.

Certain locations in Esperance are located on Crown land e.g. Helm's Arboretum, Twilight Beach and a few other beaches west of town. Applications for use of these spaces must be made to the [Department of Planning, Lands and Heritage \(DPLH\)](#).



## External Agencies and Departments

### **Civil Aviation Safety Authority (CASA)**

*Fireworks, drones and pyrotechnics*

A government body that regulates aviation safety in Australia.

<https://www.casa.gov.au/>

<http://www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-5452.aspx>

### **Department of Fire and Emergency Services (DFES)**

*Fires and fireworks*

A government body that collaborates with local communities and other government agencies to coordinate emergency services. DFES Area Officer must sign off on fireworks, fires and pyrotechnics.

<https://www.dfes.wa.gov.au/>

### **Department of Local Government, Sports & Cultures (Racing, Gaming and Liquor) RGL**

*Liquor Licence*

Collaborates with government, community organisations and peak bodies to create a vibrant and inclusive WA community, the relevant department for liquor licences.

Phone 1800 634 541

Email [rgl@dlgsc.wa.gov.au](mailto:rgl@dlgsc.wa.gov.au)

<https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>

<https://www.wa.gov.au/government/multi-step-guides/applying-liquor-licence>

### **Department of Mines, Industry regulation and Safety**

*Fireworks permits*

Regulates building and mining industries to promote industry safety, health and environmental standards, and protect consumers.

<http://www.dmp.wa.gov.au/>

### **Department of Planning, Lands and Heritage (DPLH)**

*Use of Crown Land*

Department of the Government of WA responsible for planning and managing all land use and heritage considerations within the state.

<https://www.wa.gov.au/organisation/department-of-planning-lands-and-heritage>

### **Department of Transport (DoT)**

*Activities in or over the water including Bandy Creek Harbour*

A WA Government department responsible for implementing vehicle licensing, maritime safety, taxi, ports, transport policies.

<https://www.transport.wa.gov.au/>

### **Disability Services Commission**

*Consultation on event inclusivity*

Responsible for advancing opportunities, community participation and quality of life for people with disability.

<https://www.wa.gov.au/organisation/department-of-communities/disability-services>

### **Main Roads Western Australia**

*Traffic management plan templates, approval of road signage*

Implement WA policies on road access and main roads.

<https://www.mainroads.wa.gov.au/>



## Phone Numbers

Esperance Police	9079 8999
Esperance Volunteer Resource Centre	9083 1540
State Emergency Services (SES)	9071 1697
DFES District Officer	6002 8001 / 0427 002 718
St John's Ambulance	9071 1618
Southern Ports Esperance	9072 3333
Main Roads Western Australia	138 138

## Useful Guides & Tools

Event guide:

[Department of Health Guidelines for concerts, events and organised gatherings.](#)

Civil Aviation Safety Authority (CASA):

<https://www.casa.gov.au/drones/drone-rules>

Funding opportunities for healthy food options:

<https://www.healthway.wa.gov.au/our-funding/healthy-spaces-program/healthy-venues-grant/>

Guide for inflatable amusement devices:

[https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221193\\_br\\_inflatableamusementdevices.pdf](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221193_br_inflatableamusementdevices.pdf)

Guide for amusement rides:

<https://www.safeworkaustralia.gov.au/doc/guide-amusement-devices>

Department of Health petting zoo guidelines:

[https://www.health.wa.gov.au/Articles/N\\_R/Petting-zoo-guideline-and-poster](https://www.health.wa.gov.au/Articles/N_R/Petting-zoo-guideline-and-poster)

Safety and security:

[Safety and Security at Licensed Premises Policy](#)

Traffic management:

[Traffic Management for Events: Code of Practice](#)

Traffic Management Plan (TMP) Template:

<https://www.mainroads.wa.gov.au/globalassets/technical-commercial/working-on-roads/traffic-management/traffic-management-for-events-code-of-practice.pdf>





# Shire of Esperance Event Application Guide

Reviewed August 2023

